



## Detroit Regional Census Center

Come join the Census Team, where everyone counts. The Census Bureau produces quality data that helps Americans better understand our country - its population, resources, economy, society and culture. We offer competitive salaries, flexible hours and work arrangements, developmental opportunities, recognition for a job well done, and a host of other employment incentives. If working in an environment that values your individuality and diversity and allows you to innovate, engage in problem solving, and achieve your professional goals appeals to you, then the Census Bureau is the place for you.

## Census Bureau Employment Opportunity

### Office Operations Supervisor (OOS):

Michigan, Ohio, West Virginia

(\$11.25/hr-\$17.00/hr location dependent)

### Detroit Regional Census Center

300 River Place Dr.  
Suite 2950  
Detroit, MI 48207

P: 313.396.5200  
F: 313.567.2108

Assists in the supervision of the day-to-day activities of the office clerks performing one or more of the following operations: pre-canvass correction, postal corrections, sorting, batching for transcription, questionnaire check-in, coverage edit, telephone follow-up, re-interview, questionnaire assistance, and coding.

May also supervise payroll, personnel, inventory, recruiting or supply management for LCO employees. Supervises the routine clerical tasks required in the collection, control, review and reporting of personnel and payroll data.

Responsible for the data capture of recruiting and payroll and personnel forms.

Maintains the flow and quality of completed work by monitoring work status and making adjustments to expedite production.

May also supervise recruitment affairs such as contacting communities, churches, formal organizations, state and/or local employment offices, etc., to publicize census job opportunities.

Coordinates the activities of the office clerks assigned to the technical processing operations; spot checks work and reviews the results of systematic quality controls to assure specific levels of quality are being met.

May work with the assistant manager with the selection of qualified person(s) for each office clerk position, and assignment to specific office operations.

Responsible for applying Equal Employment Opportunities (EEO) in the local census office.

**Note: All applicants must pass a written multiple choice test.**

Call 1.866.861.2010 for test dates, times and locations.

Take the [practice test!](#)

Download various forms for Census employment:

- [Census Employment Application](#)
- [Form I-9, Employment Eligibility Verification](#)

For more information on this and other employment opportunities in the Detroit Region please visit us on the web at: <http://www.census.gov/rodet/www/2010employ.html>.

**AN EQUAL OPPORTUNITY EMPLOYER**